

Subject: Saving Business Process Procedures (BPPs) as PDF Documents
Audience: All SCEIS Users

SCEIS Business Process Procedures (BPPs) are step-by-step instructions for performing SCEIS transactions and processes. BPPs contain tips and tricks, helpful hints and sample business scenarios that are helpful training tools for users. You can save BPPs as PDF documents to your computer or flash drive and email them to colleagues or post them on your agency's intranet site! Below are instructions to save a BPP as a PDF document.

Saving BPPs as PDF Documents

1. To access BPPs from the SCEIS homepage (www.sceis.sc.gov), point your mouse to **Training** in the left-navigation bar, then click **SCEIS uPerform** in the menu that appears.



2. Click the **Business Process Procedures (BPPs)** link.

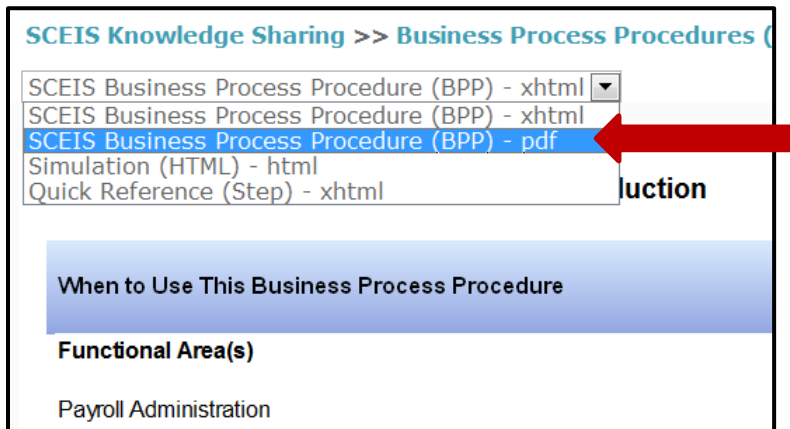
[Business Process Procedures \(BPPs\)](#)

3. BPPs are divided into the categories below. Select a category to view BPPs for that topic.

Financial Accounting (FI)	Payroll Administration (PY)
Funds Management (FM)	Project Systems (PS)
Grants Management (GM)	Public Budget Formulation (PBF)
Human Resources Management (HRM)	Supplier Relationship Management (SRM)
Materials Management (MM)	Travel Management (TV)
MYSCEmployee (MSCE)	

4. Once you select a BPP, the default format of the document is xhtml (webpage). To access the PDF version of the document, scroll to the top of the page using the scroll bar on the far right of your screen.

- In the drop-down menu at the top of the screen, select **SCEIS Business Process Procedure (BPP) - pdf**.



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SCEIS Business Process Procedure (BPP) - xhtml

SCEIS Business Process Procedure (BPP) - xhtml

SCEIS Business Process Procedure (BPP) - pdf

Simulation (HTML) - html

Quick Reference (Step) - xhtml

When to Use This Business Process Procedure

Functional Area(s)

Payroll Administration

- The PDF document will open in a separate window. If the PDF does not open immediately, click **Reopen document**.



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- The BPP is now displayed as a PDF. From the PDF window, you can save a copy of the document to your computer or flash drive and email or post online from there! Note: BPPs are updated periodically, as needed. Be sure to follow [SCEIS Weekly Updates](#) to stay informed of BPP updates.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.